PAYING EMPLOYEES

VIA

TIME AND ATTENDANCE

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Learning Points

In this Module you will be introduced to the basic information required to pay:

- "Time-card required" (non-auto) employees
- Overtime and shift differential
- Adjustments to earnings for salaried automatically paid employees

Refer to CAPP Topics 50130 and 50505 for procedures.

Time and Attendance - Batch # 31

Time and Attendance Data Entry Using the information in the table below, complete the Time Card Short screen HUA03 for Company number 100XX. The assigned Batch Number is 31 and start on Page 1 of this batch.

Employee	OT	Hours	Rate	Adj	Amt	Transaction
Number	Indic		Amt	Ind	Indic	Description
				ic		
40912312500		4000				40 regular hours
40912312500	1	200				2 OT hours @ straight time
5555555500		4000				40 regular hours
5555555500		4000	5000000			40 regular hours @ previous MF rate
111111111100		8000				80 regular hours
111111111100	2	800				8 OT hours @ 1 ½
27453965700		8000				80 regular hours
27453965700	1	1000				10 OT hour @ straight time
27453965700	2	200				2 OT hours @ 1 ½
7777777700	2	1000				10 OT hours @ 1 ½
88888888800		7200	20454545			72 regular hours @ an hourly rate
00700700700						Stopping pay for the current period
42252341700		4000	20000		1	40 regular hours @ a flat dollar amount

Time and Attendance - Batch # 31, Continued

> GUH 100XX,31	ON HUA03
TIME CARD SHORT	
COMPANY> 00000 BATCH NUMBER> 0000 PAGE NUMBER> 00000	
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Time and Attendance - Batch # 31, Continued

Using the information below, complete the Pay Transaction Balancing (IBC) screen HRSBB:

Control Total	Control Total	Control Total	Control Total	Pay Range	Pay Range
A	В	C	D	1	2
392.00	32.00	225.454545		71	71

> GUH 100XX,:	31			ON HRSBB
	PAY TR	ANSACTION BALANCING	(IBC)	
COMPANY> (00000 BATCH NUM	BER> 0000		
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	D	IFFERENCE		
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DEPARTMENT OF ACCOUNTS CIPPS INTRODUCTORY PAYROLL TRAINING

Module 4 – Paying Employees via Time and Attendance

Attendance - Batch #39

Time and Attendance **Data Entry**

Using the information in the table below, complete the Time Card Short screen HUA03 for Company number 100XX. The assigned Batch Number is

39 and start on Page 1 of this batch.

Employee	OT	Hours	Rate	Adj	Amt	Transaction
Number	Indic		Amt	Indic	Indic	Description
01010101000			11064	+		Amt pd in addition to regular salary
6666666600	1	500	10000000			5 hrs OT pd @ straight time of \$10
6666666600	2	200	15000000			2 hrs OT pd @ 1 ½ of \$15
6666666600	1	500	5000		1	5 hrs OT pd @ flat amt (straight)
6666666600	2	200	3000		1	2 hrs OT pd @ flat amt (1 ½)
01010101000			22128	-		Decrease regular pay by dollar amt

Attendance - Batch #39, Continued

Continued

> GUH 100XX,39	ON HUA03
TIME CARD SHORT	
COMPANY> 00000 BATCH NUMBER> 0000 PAGE NUMBER> 00000	
EMPLOYEE T TRN DEPT O S D NUMBER C CDE SEC T H E HOURS RATE / AMT WORKFIELD D D (2ND LINE) LABOR CODE 0000000000 X 700 0 0 00000000 0000000000	A A D M J T O
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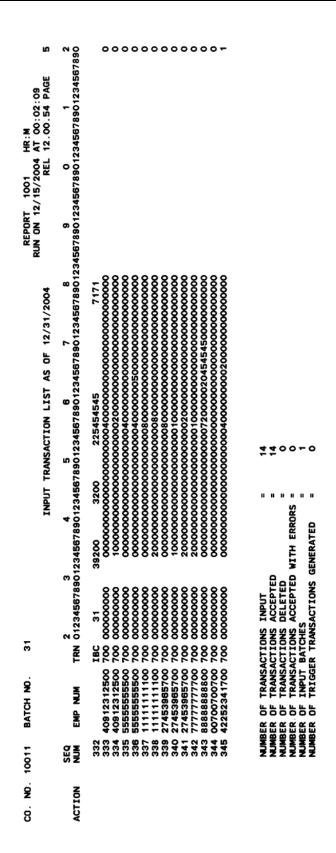
Attendance - Batch #39, Continued

Using the information below, complete the Pay Transaction Balancing (IBC) screen HRSBB:

Control Total	Control Total	Control Total	Control Total	Pay Range	Pay Range
A	В	C	D	1	2
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	PAY TF	RANSACTION BALANCING	(IBC)	
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TOTAL A	TOTAL B	TOTAL C	TOTAL D	
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A287W-NO RECORI)/S FOUND			
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Report 1001



Report 1004

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Report 1005

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The Report 1009 provides an explanation of errors occurring during overnight processing. Aids in understanding why a transaction did not process or why a manual payset did not work.

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Paying Employees via Time and Attendance Review Questions

1.	In accordance with DHRM policy, the number of hours being paid must be entered fortransactions foremployees.
2.	Using a "+" or a "-" in the adjustment column will/will not affect current regular pay.
3.	A Report 59, Gross Pay Limit Exceeded, is generated when
4.	TRUE/FALSE - For a wage employee, all 700 transactions will be added together and one check will be issued.
5.	TRUE/FALSE - For a salaried employee, all 700 transactions will be added to the regular salary amount and one check will be issued.
6.	Unbalanced batches appear where?
7.	How many "pending" files are there?
8.	How many "pending" file reports are there?
9.	What do the following indicators mean if used in the "OT" column?
	A. Indicator of "0" or "Blank"
	B. Indicator of "1"
	C. Indicator of "2"

END OF MODULE 4